



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>10/24/74</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No. <b>#5</b>		Date Received <b>OCT 25 1974</b>	Application No. <b>74-413</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Bureau of Investigation Investigation and Crime Prevention Division Polygraph Unit 959 E. Confederate Avenue, S.E. Atlanta, Georgia</b>		4. Person to Contact <b>Mrs. Teresa Farr</b>	Date Completed <b>NOV 25 1974</b>
		5. Working Title <b>Secretary</b>	6. Tel. No. <b>656-6133</b>

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
**1966 to Present**

9. Exact Series Title  
**Polygraph Examination File**

10. What is the function of the office in which this record series is created?  
The GBI provides crime prevention efforts & criminal investigation services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. To perform these functions, the Bureau provides: General investigation of crimes after the fact; specialized investigations of narcotics, major case, auto theft, commercial loss, organized crime intelligence; technical expertise in electronic, optical, photograph surveillance; statistical data base for reflecting the criminal activity occurring within the State Crime Information Center that will retrieve, store, disseminate information regarding all types of crime as submitted by local law enforcement agencies; training in law enforcement skills for investigative agencies and polygraph services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Administering polygraphs examinations for have been requested to take a polygraph examination.

Included are: Polygraph Face Sheet (PS-1), Permission Form (PS-4), Background Form (PS-11), Report Form (PS-3), Cancellation Form (PS-2), Juvenile Waiver of Consent (PS-16), Stipulation Form (PS-12), Applicant Booklet (PS-8), Applicant Report (PS-7), Polygraph Chart (See attached sheets).

File is arranged: Numerically by Polygraph Case Number.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	23	36		4	6
Legal-size File Drawers	43		Floor Space Occupied (Square Feet)	15	
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	5	4
				3	1

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |  | YES | NO  |
|--|-----|-----|
| 13. Is this the Record Copy of the series?   | [X] | [ ] |
| 14. Is there a duplication of this series in another office or agency?   | [ ] | [X] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.  | [ ] | [X] |
| 16. Does the series contain classified information requiring security handling?<br>Information is confidential & only authorized personnel are allowed to request these records. | [X] | [ ] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?   | [ ] | [X] |
| 18. Could the function be performed if the files were lost or destroyed?   | [X] | [ ] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?   | [ ] | [X] |
| 20. Does the record series provide data as input to an EDP file?   | [ ] | [X] |
| 21. Does the record series contain documentation produced as EDP printout?   | [ ] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?   | [ ] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?  | [X] | [ ] |

**Reference for past criminal activity.**

24. REQUIREMENTS. The following requires the files to be kept 23 years:

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [X] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

- [X] Hold in the current files area \_\_\_\_\_ month(s)/ 3 year(s):  
 [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
 [ ] Destroy.  
 [X] Transfer to State Archives for ~~permanent retention~~ security requirements; hold 20  
 [ ] Destroy immediately after cut-off. \_\_\_\_\_ years then destroy.  
 [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Jackie Brannon</i>	<i>10/24/74</i>	<i>E. P. Peters</i>	<i>10/24/74</i>
26. Recommendations in paragraph 25 are: <b>74-413</b>	Agency Head/Designee [ ] Approved [ ] Disapproved	<i>William M. Dixon</i>	<i>11-22-74</i>
<b>STATE RECORDS COMMITTEE</b>	State Auditor/Designee [X] Approved [ ] Disapproved	<i>Carol Lee</i>	<i>11-21-74</i>
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>A. B. O'Neil</i>	<i>11-22-74</i>
	Attorney General/Designee [X] Approved [ ] Disapproved		